

David DeLuca

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EDUCATION

St. Olaf College, MN

Bachelor of Arts in Philosophy

May 2015

Berklee Online, Boston, MA

Ableton Live Specialist Certificate

September 2017

EXPERIENCE

Manning Personnel Group, Boston, MA

Receptionist (Contract): Datadog, Inc.

February 28, 2018 – present

- Perform general housekeeping tasks and facilitate visitor sign-in.

Office assistant (Contract): Proteostasis Therapeutics, Inc.

- Re-boxed, labeled, and consolidated 31 Bankers Boxes full of files and lab notebooks to facilitate office relocation.

Assistant Paralegal (Contract): Fragomen, Del Rey, Bernsen & Loewy, LLP

- Reviewed, classified, and uploaded records of 703 non-immigrant visa (NIV) petitions to CONNECT database, then prepared hardcopies for shredding.
- Entered caseworker step-completion data for dependent sub-cases of 453 foreign national (FN) records.
- Audited 419 online FN records for data privacy compliance and redacted PDFs when necessary.
- Self-organized using macro-enabled Excel workbook and used VBA to save time.

Spartan Race, Inc., Boston, MA

Editorial Consultant

June 2012 – present

- Compose, edit, mix, and master soundtracks for fitness classes.
- Gather and organize information about Spartan's professional athletes and their race schedules into Google Sheets.
- Created and maintained comprehensive brand editorial guidelines.
- Scheduled, researched, wrote, edited, proofread, posted, and catalogued content for the Spartan blog.
- Researched, drafted, and edited content for two New York Times Bestsellers, *Spartan Up!* and *SpartanFIT*.
- Collaborated with creative team and third-party photographers to produce bimonthly Spartan Digital Magazine.
- Managed and guided contributors to Spartan media by email and by phone.
- Compiled notes from managers of all departments into newsletter and edited text into CEO's voice.
- Wrote the internal marketing guide on how to ghostwrite content in the voice of Joe De Sena.
- Interviewed racers and for compelling transformation stories.
- Conducted research on wide-ranging topics and summarized them for CEO.

Freelance Work, Boston, MA

Writer and Editorial Consultant

June 2012 – present

- Write, edit and proofread online content for clients in diverse professional fields.
 - *Logan Loomis, LLC* (management consultant and leadership coach)
 - *Spartan Race, Inc.* (popular obstacle race company)
 - *Geo Espinosa, ND, L.Ac, IFMCP, CNS* (integrative urologist)
 - *Joe Di Stefano* (lifestyle expert at Spartan Race, Inc.)
 - *Dr. Lessie Branch, PhD* (critical race theory scholar)
 - *Bodybuilding.com* (lifestyle and fitness content website)

St. Olaf College, MN

Lead Writing and ELL Consultant

September 2012 – May 2015

- Held regular one-on-one tutoring sessions with students of diverse backgrounds and varying levels of English language proficiency.
- Guided students toward clearer writing practices through constructive feedback.
- Taught students how to identify and correct their own grammatical and stylistic errors.

SKILLS

General: Writing, Editing, Interviewing, Research, Tutoring, Music Composition and Production, Critical Thinking, Interpersonal Communication, Programming, NIV Petition Processing, Self-Organization, Attention to Detail.

Specific Tools: All Microsoft Office, All Google Apps, Adobe Photoshop, Ableton Live, WordPress, Adobe Acrobat, Microsoft Visual Studio / Community

Programming Languages: Visual Basic, Visual Basic for Applications, Python, C++, SQL, GML, LISP, Scheme, HTML, CSS

REFERENCES

Alexandra Valencia – Supervising Paralegal, Fragomen, Del Rey, Bernsen & Loewy. avalencia@fragomen.com

Joe De Sena – Founder and CEO, Spartan Race, Inc. spartanracehq@gmail.com

Greg McEachern – VP Global Brand, Spartan Race, Inc. gregm@spartan.com

John Gauch – VP Training, Spartan Race, Inc. john@spartan.com

Aimee Nicoterra – Studio Program Developer, Life Time, Inc. aimfit@aol.com

John Durant – author of the *Paleo Manifesto*. [johndurant@gmail.com](mailto: johndurant@gmail.com)

Su Smallen – author, editor. susmallen@gmail.com